

**Minutes  
PTA Meeting 12.05.2014**

**Eastfield Primary School and Nursery  
Parent Council**

time of meeting 7 pm

date of meeting 12 May 2014

location Eastfield Primary School 5 pages in total

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**Present**

<b>Name</b>	<b>Initials</b>	<b>Position</b>
Mrs Di Nardo	PDN	Head Teacher
Kerry McGhee	KM	Deputy Head Teacher
Mr. Rutherford	AR	P6 Teacher / website & IT
Vanessa Steel	VS	Class Teacher / website & IT
Peter McLaughlan	PM	Chairperson
Julie Baxter	JB	Parent Council Group
Hazel McMillan	HM	Parent Council Group
Rosie McKenna	RM	Parent Council Group
Jennifer McGowan	JM	Parent Council Group
Shirley Watson	SW	Parent Council Group
Alison Munro	AM	Parent Council Group
Pamela Renton	PR	Parent Forum
Kate Montgomery	KM	Parent Forum
Sharon McGrath	SM	Parent Forum
Mrs Lee	ML	Parent Forum
Carolyn Mandache	CM	Parent Forum
Graeme Stewart	GS	Parent Forum

**Apologies / Additional Distribution**

Mrs Kelly	FK	Principal Teacher
Lesley McPhee	LM	Deputy Head Teacher
Chris Munro	CMR	Vice Chair
Liz O'Reilly	LO	Treasurer
Catriona McLaughlan	CM	Parent Council Group

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Distribution to all of the above

(the previous action item is shown in brackets below the new action item, if the action is still live)

	<b>Minutes</b>	<b>Action</b>
1.0	<b>Welcome &amp; Introduction</b> PM opened the meeting and welcomed everyone present and circulated the agenda.	
1.1	<b>Comments to previous minutes / minutes of last meeting</b> There were no comments to the previous PTA meeting minutes. The minutes of the previous meeting of 03.03.2014 were agreed and adopted as an accurate record of the meeting.	
1.2	<b>Action items from previous minutes / matters arising</b> 1.2.1 Mrs Di Nardo reported that she was currently collecting "notice of interest" for the new Parent Council for next term – these were to be concluded by the next PTA meeting. Mrs Di Nardo to provide update at next meeting.	PDN

1.2.2	Mrs Di Nardo reported that she had looked into the costs for taking the children to Cumbernauld Theatre for Christmas following requests from the Parent Council. The theatre has a capacity of 250, so any trip would need to be done in two sittings. The costs were noted as £2421 (exclusive of coach (transport) costs and parent / carer helpers). This equates to approx. £6 per child for a school role of 407. This was considered to be impractical for the Parent Council to fund, as the Parent Council do not make sufficient funds annually to cover these costs, and it was felt PTA funding was better used elsewhere. Even if parents / carers were asked to pay half (£3) then the PTA would still need to fund £1200 and it was felt the costs were still prohibitive. It was noted however that if more funds can be raised by the PTA in future then any such school outing could be reconsidered.	
1.2.3 (1.2.6)	Liz to look into the possibility of a Parent Council "Procurement" card from the bank, or a Costco card or Macro card to assist with buying supplies for future events (with named card holder). Liz to arrange meeting with the bank also to discuss transfer of names to PTA bank account.	LO
1.2.4 (1.2.7)	PM reported that he had issued a Risk Assessment summary sheet to Parent Council members to act as a "briefing document" for PTA volunteers to advise other parent helpers on the nights of the discos. Mrs Di Nardo asked that the Risk Assessment & summary sheet is updated to include the risk of heat exhaustion. It was also agreed to note that photographs taken by pupils cannot be permitted at school discos due to parental consent factors.	PM
1.2.5 (1.2.8)	It was reported that Mr Amos again provided DJ services and music at the Easter school discos, for which the Parent Council are extremely grateful.	
1.2.6 (1.2.9)	It was confirmed that Chris had issued the Easter Disco ticket templates to Mrs Di Nardo for printing.	
1.2.6 (1.2.10)	Mrs Di Nardo confirmed that the school canteen had made cakes for the primary 1 Easter disco.	
1.2.7 (3.4)	As discussed at previous meetings, the school trim track was funded by a National Lottery Grant. Any requests for adaptions or upgrades should be made directly to the National Lottery. It was suggested that the Parent Council should consider any suggestions for improvements for the next meeting. Otherwise Mrs Di Nardo reiterated that additional management measures had been put in place to minimise risk, such as no access during wet weather, timetabled play, and additional supervision during playtime.	ALL
1.2.8 (7.2)	Parent Council, in partnership with the school, to consider setting up an Environmental Group to apply for grant funding for Eco projects, such as funding the re-turfing of the astroturf (through a landfill grant). This would be done with assistance from NLC and the school's own Eco Committee, but was noted as a longer term project <u>(ongoing)</u> .	ALL
<b>2.0</b>	<b>Treasurers Update</b>	
2.1	Pete provided a treasurers update in Liz's absence: The Easter Discos had made approx. £520 profit over the four discos. (proceeds banked = £870 / expenditure = £350). The PTA bank balance was reported at £2321.91	
2.2	There will be expenditure in May / June for P7 leaving dictionaries and the P7 Ceilidh (with an allowance of approx. £300 each). Mrs Di Nardo agreed to look into the purchase of the dictionaries from Scotia Books and report back to the PTA on costs for the next meeting in June.	PDN
2.3	The Parent Council have agreed to allocate funds to the school for a new smartboard and projector, when advised of timings by Mrs Di Nardo. However if this was to be before November 2014, then an allocation of £1000 could be made, as this would leave a float for next terms Halloween discos.	

### **3.0 Head Teachers Report**

3.1

#### **“Green For Go” Whole School Positive Behaviour Reward Scheme & Peer Mediation Training:**

Mrs Di Nardo highlighted that a new behaviour reward scheme had recently been introduced within the school to support and reward pupils for positive behaviour. This new scheme has now been introduced throughout the whole school and has been supporting pupils and teachers to deliver a consistent approach to monitoring behaviour.

As part of this new scheme pupils reflect on their behaviour at regular periods throughout each day using a traffic light system. At the end of each week individual pupil traffic light record sheets are sent home for pupils to share their achievements with parents / carers and support home / school links.

Parents / carers are also provided with the opportunity to comment on pupil progress in relation to this area within the record sheet.

Mrs Di Nardo reported that the ‘Green for Go’ system has to date been very successful with pupils taking more ownership of their behaviour and being more motivated to promote positive behaviour throughout the school. Feedback from parents / carers sought through newsletter comments had also been very positive.

Mrs Di Nardo also highlighted that all P6 pupils in addition to some P5 pupils will be going on Peer Mediation training this term to help build and strengthen positive playground behaviour with younger children next session.

3.2

#### **School Improvement Planning (2014 / 2015):**

Mrs Di Nardo highlighted that the proposed school improvement plan for this session (that was submitted to the authority in June '13) required to be revised and updated, following the appointment of the new HT. This session, the school team have made significant development in relation to Additional Support for Learning intervention, and tracking and planning for effective learning in teaching. Other areas that have been developed this session also include health and safety audits and actions, school website reform and increased opportunities for Pupil Voice.

Next Session (2014-2015) the school plan to continue their developments in the areas identified during the previous session, in addition to a significant focus on Active Literacy and Numeracy.

3.3

#### **Whole School Active Literacy Developments:**

Mrs Di Nardo shared information on the NLC Active Literacy strategy and highlighted that this is a coherent programme that is required to be delivered in each school throughout the authority. The authority's strategy and Active Literacy programme has been in existence for 9 years. Eastfield PS plan to implement the programme throughout the whole school next session to raise attainment in literacy throughout the school.

3.4

#### **Recent Community Partnership Donations:**

Mrs Di Nardo informed the Parent Council that she had written to NLC Learning and Leisure to enquire about the possible donation of books to the school following the recent closure of the local Eastfield community library. This request was successful with 14 boxes of fiction and non-fiction books being donated to the school to help support the creation of a junior-senior school borrowing library. Next session, as part of the Active Literacy improvement agenda, it is hoped that a school borrowing library will be accessible to pupils throughout the school. Mrs Di Nardo highlighted that parent support would be required to support this aim.

3.5

#### **School Vision and Value Refresh:**

Mrs Di Nardo highlighted that staff and pupils at Eastfield PS have been reviewing the school's vision and values this session. This review is in light of the significant changes to staffing and the reviewed direction of school improvement in light of Curriculum for Excellence. Mrs Di Nardo highlighted how pupil voice had been developed this session within the school through pupil councils and committees, and that pupil views had been sought through these means to inform the review of the school's vision.

Mrs Di Nardo highlighted that next session she plans to seek the views of the parent forum to finalise the reviewed vision and set of values for the school. This will ensure that there is a shared agreement and understanding of the school's objectives. Mrs Di Nardo will write to parents / carers in the next session to seek their support with this area.

3.6 **School Uniform Feedback:**  
Mrs Di Nardo reported that the head boy and head girl are speaking to the primary 7's informally to get feedback on issues concerning them on the school uniform. This feedback would be discussed at future Parent Council meetings. Mrs Di Nardo noted that suppliers have been able to reduce costs on some items.

3.7 **ICT Blogging Update:**  
Mr Rutherford and Mrs Steel gave a presentation and update on the continued development of the school website. Class blogs are available to view on the (secure) website. Children are being encouraged to contribute to their class blog and upload information and podcasts. This will continue to be developed in the new school term alongside the website generally.

3.8 **Communication Pilot Update:**  
Mrs Di Nardo reported that the school had initiated both a twitter account and a text alert system to help provide additional and improved communication channels with parents and carers. These are in addition to the newsletter which will continue to be distributed.

3.9 **Renew, Reuse & Recycle Uniform Group:**  
Mrs Di Nardo reported that the school were implementing a "wash and recycle" scheme for school uniforms to be donated to the school. Additionally, Tesco have donated summer dresses to the school with sale costs donated to the school.

3.10 **Parent Council Easter Discos Risk Assessment (update):**  
Mrs Di Nardo reported a number of concerns with regards to the recent Easter Discos:  
1. There were some younger children (P2 / 3), who were over excited and needed to be settled by staff. This was done to ensure the safety of the children.  
2. There were several first aid instances at the discos. This included heat exhaustion, where children were provided with some fresh air and water to support their recovery. This will be added to the Risk Assessment (see item 1.2.4).  
3. There were some instances where school staff had to attend to spillages which were not noticed by the Parent Council support team. Mrs Di Nardo highlighted the importance of supervision on the evening to support high monitoring of health and safety risks.  
4. Concern was raised at photographs being taken at the Easter discos (see items 1.2.4 and 7.2).

#### **4.0 Forthcoming Events**

4.1 **June 26 – P7 Ceilidh.**  
This will be run by staff (as per tradition), with no Parent Council involvement. Mrs Di Nardo reported that Mrs McPhee, Miss Gallacher and Mrs Gillan would lead the Ceilidh. It was noted that the school canteen usually provides the catering (buffet) for the Ceilidh, and invoice the Parent Council. Mrs Di Nardo to arrange catering with the school kitchen. PDN

#### **5.0 Correspondence, IT issues & School Website**

5.1 Nothing to report. Issues already discussed and recorded elsewhere in the minutes (see item 3.7).

#### **6.0 Parent Comments**

6.1 Concern was raised by a member of the Parent Forum at the cost (and lack of provision) of school trips over the past few years (see also 1.2.2). It was noted that local authority funding cuts had affected the ability to offer more subsidised school trips. However the Parent Council and the school agreed to consider this as an ongoing item for the future, with a view to offering at least one trip per year for classes, with a maximum cap of £7 per child. ALL

6.2 It had been highlighted that the school did not appear to be participating in after school activities which promoted the forthcoming Commonwealth Games, but that other local schools were. Mrs Di Nardo highlighted that this was not the case and noted that the school had recently been awarded with a Commonwealth Plaque, and a visit from Clyde the official Commonwealth Games mascot, due to their significant development in this area.

Mrs Di Nardo also highlighted that the school were actively promoting the Games and highlighted a number of recent initiatives:

2 term sessions of the Badminton Club (supported through NLC Trust and funded by the school); Scottish Dancing After School Club (delivered on a voluntary basis by Mrs Smith- Class Teacher); Tennis After School Club (delivered on a voluntary basis by Miss Gallagher- Class Teacher); School Football Team After School Club (delivered on a voluntary basis by Mr Rutherford- Class Teacher). The Football team had also represented the school at a variety of tournaments this session; Clyde the Games mascot had visited the school and the school had been awarded with a Commonwealth plaque for their achievements. This is also due to be printed in the local press; Health and Sport Committee is being developed within the school; Classes were learning about the Commonwealth as part of the school curriculum; Various Active Schools agents have visited the school to deliver PE sessions to children throughout the year.

## **7.0 Any Other Business**

### **7.1 Parent Council / Parent Forum:**

PM explained the difference between the Parent Council and the Parent Forum for clarification:

**The Parent Forum** is made up from all parents and carers who have children at the school. Parent Forum members can attend Parent Council meetings (as observers), but are unable to participate, as the meetings are structured and only have a maximum of 2 hours. However anyone from the Parent Forum can have an issue raised at Parent Council meetings, either by raising a matter via the school (Head Teacher) or via a representative of the Parent Council. Minutes from the Parent Council meetings are available for download from the school website.

**The Parent Council** is made up of parents / carers who have been elected (or volunteered) onto the Parent Council. They represent the Parent Forum and attend all Parent Council meetings, and can raise issues for discussion. Their role is to support the school and can do so in a number of ways.

### **7.2 Social Media and use of cameras at school discos:**

Concern was noted at some children taking photographs at the school discos, as these could be posted on social media websites. It was agreed that no photographs should be allowed at school discos, in order to support the schools own policy on child protection and internet security.

### **7.3 Annual Parent Conference:**

Julie gave a summary of the NLC Annual Parent Conference she recently attended. Julie attended a number of workshops, and is keen to use the experience gained, within the Parent Council.

### **7.4 ICE Training and Questionnaires:**

Pete gave a summary of the North Lanarkshire Council Head teacher and Chairperson training he had attended with Mrs Di Nardo. There is a web based resource (with various forms of questionnaires) the Parent Council can use, alongside the school, to get parental input and feedback. It was also noted that Playback ICE who ran the training, had offered to make a presentation to the Parent Council. It was agreed to consider how best to use this resource (and presentation) from next term, to allow the new Parent Council the opportunity to discuss.

ALL

### **7.5 Next Terms Dates:**

Pete agreed to e-mail Mrs Di Nardo last terms PTA meeting dates, to assist in drawing up a schedule for next terms meeting dates and discos etc.

PM

### **7.6 Agenda Items:**

Pete reiterated that any item to be raised should be forwarded a week in advance for inclusion on the agenda. This allowed Mrs Di Nardo time to look into any issue raised and report back at meetings.

## **8.0 Date of Next Meeting**

**Monday 09th June 2014 – 7.00pm.**